It is very important to always proofread you work for any errors. It is also important to find alternative words to better describe your writing.

**Skills:**

Proofreading

1. Use spelling and grammar check
2. Use the thesaurus
3. Change text color
4. Change spacing from double to single

**Instructions:**

1. Use the second page of the document.
2. Update the header to include your name
3. Save the document in your Computer Apps Folder as Paparazzi
4. Run spell check and replace the misspelled words, change the word’s font color to red.
   1. There are three
5. Use the thesaurus tool to find alternative words to 10 words in blue, leave them in blue
6. Resave
7. Instructor will check it on Thursdays.

FOR IMMEDIATE RELEASE:

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TAKE PART IN CELEBRITY LOOK-A-LIKE CONTEST

Providence, RI, November 14, 2008 — Hav people often told you how much you look like a celebrity? Can you impersonate one of the most poplar stars of today? Then come strut your stuff this weekend, November 18 & 19, at the Providence Place Mall from Noon to 4 p.m. Join hundreds of other shoping malls across the country to raise awareness for Stop the Paparazzi — a new initiative to help save celebrities’ lives.

Studies show that celebrities are being hunted down more than ever. Some have even had their lives in threatened. It’s time to put an end to this. If the public shows their support of Stop the Paparazzi, then the craziness will just have to come to an end.

There are so many great prizes — dinner with a star, a shopping spree, and much, much more. Or just come down to watch the fabulous show!